

LAGRANGE

COLLEGE

at Albany

www.lagrange.edu/albany

Albany, Georgia
Bulletin 2005 - 2006



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MISSION STATEMENT FOR LaGRANGE COLLEGE at ALBANY

THE MISSION OF LaGRANGE COLLEGE AT ALBANY IS TO PROVIDE PRIVATE CHRISTIAN EDUCATION AT THE SENIOR COLLEGE LEVEL TO THE SOUTHWEST GEORGIA AREA, CENTERED IN ALBANY; TO CHALLENGE THE MINDS AND INSPIRE THE SOULS OF THE STUDENTS ENROLLED; TO EMPLOY LEADING PEDAGOGICAL STRATEGIES IN ACHIEVING THESE GOALS; AND TO PRODUCE THE ECONOMIC RESOURCES NECESSARY TO PERPETUATE AND EXPAND THE PROGRAM

LaGrange College, established in 1831, is owned by the North Georgia Conference of The United Methodist Church. LaGrange College is proud of this relationship and believes that its mission is an extension of the work of The United Methodist Church. LaGrange College is committed to the free, uninhibited pursuit of truth. Academic freedom and free expression of faculty and students are integral to the LaGrange College ethos.

LaGrange College is committed to challenging the minds and inspiring the souls of students by improving their creative, critical and communicative abilities. Faculty recognize the part they play in a student's development by serving as mentors and role models. The total LaGrange College program —curricular and cocurricular — is designed to challenge and support students as they deal with fundamental issues of self, world, and God.

The principal curricular means by which the College assists students in the improving of their creative, critical and communicative abilities are an interdisciplinary, technologically sophisticated liberal arts program (A.A., B.A., B.S., B.M.), professional programs in business (B.B.A.), nursing (B.S.N.) and education (B.A., M.Ed., M.A.T), and continuing education. The principal cocurricular means is through a comprehensive program of student life and athletics.

LaGrange College strives to be a caring and ethical community. The hallmark of the LaGrange College community is the quest for civility, diversity, service, and excellence.

*LaGrange College is an equal opportunity employer
and does not discriminate on the basis of race, sex, color, age or disability.*

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Albany, Georgia

Office Hours

M, T, W, TH – 10AM TO 6PM

Friday – 9AM TO 12 NOON

229.420.8000

Scope of This Publication

This publication has been prepared for LaGrange College at Albany, a division of LaGrange College, LaGrange, Georgia. This publication includes admission-related material as well as policies and procedures through the year 2006. This publication supplements the current Bulletin of LaGrange College. The program offered by LaGrange College at Albany is a well-defined and discrete program. It is a degree-completion program (no courses in general education are offered). The Albany program is designed for more mature students who have been in the workplace for several years. The major, Organizational Leadership, is interdisciplinary. It emphasizes liberal arts. Students matriculate as a cohort group and remain together for the duration of the program. Teamwork and collaborative learning are emphasized. Because of these important distinctions, there are policies and procedures for Albany that differ from those at LaGrange College in LaGrange. Where this document is silent, the policies are the same on both campuses. Where this document addresses a policy or procedure, that statement takes precedence over the LaGrange College (LaGrange) Bulletin for students enrolled in Albany.

This publication is accurate at the time it is prepared. It is certain that a few policies and procedures will need to be modified. Enrolled students and students applying for admission will be informed of changes that will affect them. Changes will be made in the context of serving students better.

This publication will be updated for the year 2006.

LaGrange College reserves the right to make modifications in the degree requirements, courses, schedules, calendar, regulations, fees and other changes deemed necessary or conducive to the efficient operation of the college. Such changes become effective as announced by the proper college authorities.

For LaGrange College at Albany these changes may include, but not be limited to the following: combining cohort groups, deferring starting a course, changing the order of the courses, and changing the curriculum. Should changes be necessary, the student will not have more requirements than are detailed in this publication.

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Calendar for Instruction and Holidays at LaGrange College at Albany

September 1, 2005 - August 2006

Unless otherwise noted, classes meet on a Monday - Thursday basis from 6:00 - 10:00 p.m.

September 5	Labor Day, no classes meet (office closed)
November 23 - 25	Thanksgiving Break (office closed, no classes)
December 21 - 31	Christmas Break (no classes, office closed)
January 1 - 2	New Years (no classes, office closed)
January 3	College open, classes resume
January 16	M. L. King Holiday, classes meet (office closed until 5:00 p.m.)
April 13 - 16	Easter Break, office open (no classes)
July 3 - 5	Summer Break (no classes, office closed)

Accreditation

LaGrange College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the degrees of Associate of Arts, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing, Master of Education and Master of Arts in Teaching.

LaGrange College is also approved by the United Methodist University Senate. It has membership in the National Association of Independent Colleges and the Georgia Foundation for Independent Colleges. The Georgia Professional Standards Commission, which confers professional certificates upon college graduates meeting requirements in early childhood, middle grades, or secondary education, has awarded highest approval to LaGrange college's program of teacher education.

Admission

Clear Accept

Applicants must present the following indication of their readiness to undertake senior-level study.

- At least sixty (60) semester hours or ninety (90) quarter hours of acceptable transfer credits from a regionally accredited institution. (Many successful applicants may already have a four-year degree in another area.)
- A 2.0 GPA on all college work, which must include at least 30 semester hours of general education courses drawn from and including at least one course from each of the following areas: English Composition, Humanities, Lab Science, Mathematics, History/Social Science.
- Students under the age of twenty-five are not normally admitted to LaGrange College at Albany. Exceptionally strong and mature students under the age of twenty-five who are employed full-time or who are married or have dependents may petition to be admitted. Their petition should consist of a personal statement, two letters of recommendation one of which should be from a previous college instructor or adviser and the other should be from the current employer. The petition and supporting letters should emphasize the maturity of the student and the level of experience that the student will bring to the cohort group. The ability of the applicant to contribute to the growth of the group through examples and background is the basis for the over-25 expectation. The petition is delivered to the Director of LaGrange College at Albany who will review the applicant's petition and other application materials. The Director will interview the candidate by telephone or in person. The Director will prepare a written recommendation and forward the recommendation to the Vice President for Academic Affairs who will forward the petition to the Director of Admission with a recommendation for action.

- All transcripts of college-level work done.
- Completed application that includes a personal statement, a resume, usual application information for non-traditional students, application fee, and a signed statement regarding full understanding of the nature and structure of the Organizational Leadership curriculum.

Deferred Accept

The acceptance of some students may be deferred until they have met certain pre-entrance requirements:

- Where the transferable credits are fewer than the requisite 60 semester hours or 90 quarter hours, students may be accepted pending completion of the necessary course work at another institution. LaGrange College at Albany recommends coursework taken in this category.
- Where the applicant's college GPA is less than the required 2.0, the student may be asked to complete additional work at another institution prior to matriculating at LaGrange College at Albany. Their grades in those courses must demonstrate that they can be successful in a senior-level college program. Coursework taken in this category is to be specified by LaGrange College at Albany.
- Where the applicant is lacking in one or more of the specific courses required for admission, such as English Composition, the student may be offered acceptance pending completion of the course(s).

Access

LaGrange College at Albany admits qualified students of any race, color, religious tradition, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at LaGrange College at Albany. It does not discriminate on the basis of sex, race, color, religious tradition, national or ethnic origin in administration of its educational policies, admissions policies, loan programs and other school-administered programs.

Earning Credit Through United States Armed Forces Institute and Service Schools

Courses taken through The United States Armed Forces Institute (USAFI) and other recognized military educational programs are accepted in accordance with the policy governing transfer work when presented on official transcripts from accredited institutions. Up to nine (9) semester hours of elective credit will be all for military service credit, including USAFI correspondence courses and military service school courses as recommended by the American Council on Education. Academic credit for one activity course in physical education, up to a maximum of four (4) semester hours, will be awarded for each two (2) months served in the Armed Forces. The maximum credit possible, then, is thirteen (13) semester hours. The Registrar at LaGrange College in LaGrange should be contacted in order to obtain appropriate credit. The telephone number for the Registrar is 706.880.8237.

Financial Information

Payment of Charges

All charges for the semester are due and payable before the first class of the semester begins.

Expenses

- 1. Admission (Application for Admission, not refundable) \$20.00
- 2. Tuition, per semester hour, Albany only \$345.00
- 3. General Fee ‡, per semester \$60.00
- 4. Testing Fee §, one time for all new students \$160.00
- 5. Graduation (regardless of participation) \$40.00

Example	First Semester	Second Semester	Third Semester
Admission	\$ 20.00	0	0
Tuition	5175.00 (15 hrs)	5175.00 (15hrs)	4140.00 (12 hrs)
General	60.00	60.00	60.00
Testing	160.00	0	0
Graduation	0	0	40.00
Total	\$5415.00	\$5235.00	\$4240.00

‡ General Fee, half of the general fee is held in reserve for use by the group to help fund their service/leadership project. The remainder is used to reinforce strong group ties by helping to fund group activities. The students determine the expenditure of all of these monies.

§ The Testing Fee is required for the necessary pre- and post-testing of students to measure outcomes and program effectiveness.

Note: Students should expect to spend approximately \$250-350 per semester on textbooks. Students are also expected to have a personal computer with Internet access. Depending on which Internet Service Provider is selected, the cost ranges from \$20-35 per month.

Refund Policies - Tuition and Fees

A student who plans to withdraw from the college must make an official notification of his/her plan. The Director of LaGrange College at Albany has been identified as the official office of notification. The student should also consult the Financial Aid Office and the Business Office to determine the financial consequences of a complete withdrawal.

Even though a student registers and pays for an entire semester, the courses are taught sequentially. Students who withdraw prior to the first class receive a 100% refund of tuition and fees. After the first class has met, and before the second class has met, a student will receive a 50% refund for that class and 100% refund for subsequent classes that have not started. An example: A student has registered for the first semester (five courses), and he/she completed the first course and the first class of the second course. The student then withdraws. The withdrawing student receives a 100% refund for the courses not started (the third, fourth and fifth) and a 50% refund for the course that he just started. There is no refund for the courses completed nor courses that have had their second class meeting.

No refund of any nature will be made to any student who is suspended or dismissed for disciplinary reasons.

The Department of Education requires all unearned Title IV aid to be returned to the program from which such aid was awarded. The College will apply a credit to the student's account for all unearned "institutional charges." The Department of Education defines "institutional charges" as all charges for tuition, fees, and room and board, and expenses for required course materials, if the student does not have a "real and reasonable opportunity" to purchase the required course materials from any place but the school.

Refund Policies for Students Receiving Financial Aid

LaGrange College does not advance any funds to students prior to the date of enrolling.

A separate refund policy exists for new, first semester students who receive Title IV federal financial assistance. Information is available in the Financial Planning Office.

Georgia residents receiving credit for the Tuition Equalization Grant and the HOPE Scholarship must be continuously enrolled for 14 days beyond drop add to be eligible for these funds. Course drops reducing the courseload below 12 hours will result in the loss of these grants.

Financial aid is considered to be used for direct educational costs — tuition, fees, books, room and board. Therefore, if a student withdraws and is scheduled to receive a refund, funds will be returned to the appropriate program(s) from which the student received funds. The balance will be refunded to the student.

A student will not receive a refund until all financial aid programs have been reimbursed. Refunds will be returned in the order indicated in the “Allocation Policy” below:

- 1st to Unsubsidized Federal Stafford Loan Program
- 2nd to Subsidized Federal Stafford Loan Program
- 3rd to Federal Perkins Loan Program
- 4th to Federal PLUS Program
- 5th to Federal Pell Grant Program
- 6th to Federal SEOG Program
- 7th to other Title IV Programs
- 8th to other federal, state, or private programs
- 9th to the student

Official transcripts and diplomas are withheld from any student who has a financial obligation to LaGrange College.

Student Repayment Policy

Students who receive cash disbursements after registration for that enrollment period will be assessed liability for repayment of the appropriate percentage of the refund due the Title IV programs upon withdrawal, expulsion, or suspension.

Students who receive cash disbursements that are attributable to Federal Pell, SEOG, Perkins Loan, or SSIG programs may owe a repayment of these funds to LaGrange College to prevent an overpayment. A student who owes a repayment will be deemed ineligible for any financial assistance from any source until the student has resolved the overpayment. Repayments will be allocated to the student aid programs in the following order: Federal Perkins Loan, Pell Grant, SEOG, other Title IV programs, and then to the institution.

Students have 45 days from the date of their notification to make arrangements for repayment of the aid received. If they fail to make satisfactory arrangements within the 45-day time period, the account will be submitted to the Department of Education and the student could lose future eligibility for financial aid programs.

Federal Tax Credits

The Tax Reform Act of 1997 provided two tax credits for higher education. The “Hope Credit” Provides a \$1,500 tax credit for the first two years of post-secondary education in a program that leads to a degree, certificate, or other recognized educational credential. The student must be enrolled at least halftime. Qualified expenses are for tuition and fees and do not include room, board, books, insurance, and other similar expenses.

The second tax credit is the "Lifetime Learning Credit" which provides a \$1,000 per year tax credit (per family). For additional information about these two credits, please consult the Business Office or your tax preparer.

These tax credits are phased out as your modified adjusted gross income exceeds certain limits. Please check with your tax advisor regarding these limits.

General Financial Aid Information

You and your family are expected to contribute to the cost of college attendance to the extent of your ability. However, realizing that it is not always possible for a family to meet the expenses of college alone, federal and state financial aid programs were established to assist families in paying for college. To identify families in need of financial assistance, a general need analysis form was developed. The Free Application for Federal Student Aid (FAFSA) is the need analysis form used to determine your family's Expected Family Contribution (EFC). The EFC is deducted from the Cost of Attendance at LaGrange College, which is composed of tuition, fees, books, supplies, room, board, transportation, and personal expenses, to determine a student's financial need. Your financial need determines financial aid programs for which you qualify. Although financial need is a factor in most financial aid programs, there are programs where financial need is not a factor.

Applying for Financial Aid

Applicants for financial assistance (including HOPE Scholarship) must complete the applicable financial aid application annually. Financial aid applications are available at the LaGrange at Albany office or at the main campus by contacting the Financial Aid Office at 1-888-253-9918. Students interested in financial assistance must:

- Complete a Georgia Tuition Equalization Grant Application (applicable to Georgia residents only)
- Complete the Free Application for Federal Student Aid (FAFSA) applicable to your academic calendar. Please include our Title IV School Code (**001578**) on your application to insure that we receive your processed application. You may complete the FAFSA electronically at www.fafsa.ed.gov.

Financial Aid Deadlines

You are encouraged to submit your financial aid application 6 weeks prior to the beginning of the term.

General Financial Aid Eligibility Requirement

To be eligible for financial assistance, you must:

- Be a U.S. Citizen or permanent resident alien.
- Have a high school diploma or a General Education Development (GED) Certification, or pass an approved Ability-to-Benefit test.
- Be fully accepted for admission.
- Be making Satisfactory Academic Progress towards the completion of your degree program.
- Not be in default on any federal educational loan or have made satisfactory arrangements to repay the loan.
- Not owe a refund on a federal or state grant.
- Not have borrowed in excess of federal loan limits.
- Be registered with Selective Service, if required.

Completing the Financial Aid Process

After your FAFSA is submitted to the Central Processor, you will receive a Student Aid Report (SAR). LaGrange College will receive an electronic copy of your SAR called an Institutional Student Information Report (ISIR). The Financial Aid Office will review your ISIR to determine if additional information is needed to complete your financial aid file or to establish your eligibility to participate in financial aid programs. If you are selected for verification by the federal government or LaGrange College or have eligibility issues, you will receive a "missing information letter" from the Financial Aid Office requesting additional information.

If discrepancies are found as a result of verification, the Financial Aid Office will transmit the corrected information to the Central Processor. You will receive a revised Student Aid Report (SAR) reflecting the updated information.

Financial Aid Awards

Once all documents necessary to determine your financial aid eligibility are submitted and you are accepted for admission, you will receive a financial aid award letter disclosing the financial aid programs available to assist you with school. Your award letter will be mailed in duplicate to your permanent mailing address. You must submit a signed copy of the award letter indicating the financial aid programs you wish to accept or decline. You will also have an opportunity to reduce or increase the amount of loan included in your financial aid award. A copy of "*Understanding Your Financial Aid Award Letter*," which explains information about the financial aid programs included in your award letter and eligibility requirements, will accompany your award letter and any supplemental forms necessary for the processing of individual awards.

If you receive or expect to receive educational assistance from an outside source, i.e. employer tuition reimbursement plan, veteran benefits, vocational rehabilitation benefits, etc., you must report these resources to the Financial Aid Office and provide a copy of the benefit or reimbursement policy to the Business Office. If these funds result in financial assistance that exceeds your financial need, the Financial Aid Office must cancel, reduce, or modify your financial aid award.

Available Financial Aid Programs

Federal Pell Grant is a federal grant awarded to undergraduate students pursuing their first bachelor's degree with exceptional financial need. Your Expected Family Contribution determines eligibility for Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant is a federal grant awarded to undergraduate students with exceptional financial need. Priority is given to Pell eligible students with the lowest EFC.

The HOPE Scholarship Program is a non-need based State of Georgia scholarship awarded to Georgia residents who graduated from high school on or after June 1996 with a "B" average. A student who did not graduate from high school as a HOPE Scholar may become eligible for the HOPE Scholarship after completing 30, 60, or 90 semester hours. HOPE Scholars attending a private college or university must be full-time to qualify. The award is \$1,500 per semester for students attending a Georgia private college or university. HOPE Scholarship recipients may receive funding (provided all eligibility requirements are met) for a maximum of 127 attempted semester hours of college credit. The 127 maximum semester hours includes all college courses taken since your high school graduation regardless of whether or not you received HOPE funds.

Georgia Tuition Equalization Grant is a State of Georgia non-need-based grant awarded to Georgia residents attending a private college or university as a full-time student. The annual amount is contingent upon funding by the Georgia Legislature. The current amount of the grant is \$455 per semester.

Federal Subsidized Stafford Loan is a repayable loan awarded based on demonstrated financial need. The Federal government pays any accrued interest on the loan while the student is enrolled in school, during the grace period or during authorized periods of deferment. The annual loan limit is discussed in "*Federal Stafford Loan Annual Loan Limits*" below.

Federal Unsubsidized Stafford Loan is not awarded based on financial need. Any student regardless of income may participate in this loan program. However, interest does accrue from the date of disbursement until the loan is paid in full. The borrower has the option of paying the accrued interest or having the interest capitalized. The annual loan limit is discussed in "*Federal Stafford Loan Annual Loan Limits*" below.

Federal Stafford Loan Annual Loan Limits

The amount of Federal Stafford Loan funds a student may receive each academic year is based on the student's classification and financial need. Dependent undergraduate students may borrow a maximum of \$2,625 as freshmen; \$3,500 as a sophomore; \$5,500 as a junior or senior combined from the Federal Subsidized and Unsubsidized Stafford Loan Program. Independent students may borrow at the same annual amounts as a dependent student; however, an independent student is eligible for additional funds from the Unsubsidized Stafford Loan Program. Independent students classified as freshmen or sophomores may borrow an additional \$4,000 and students classified as juniors or seniors may borrow an additional \$5,000.

Aggregate Loan Limits

Federal regulations set a maximum aggregate (lifetime) loan limit on the amount of Federal Stafford Loan (combined Subsidized and Unsubsidized Stafford Loans) funds a student may borrow for an undergraduate degree program. The aggregate loan limit for a dependent undergraduate student is \$23,000 and \$46,000 for an independent undergraduate student.

Federal Stafford Loan Entrance/Exit Counseling

Federal regulations require all first-time Federal Stafford borrowers to complete Stafford Loan Entrance Counseling before receiving the first disbursement of their loan proceeds. If you have previous loans and are transferring to LaGrange College from another institution, you must also complete entrance counseling. Students who are graduating or transferring to another institution must complete Federal Stafford Loan Exit counseling. Students at the Albany Campus should fulfill this requirement on-line at www.mapping-your-future.org.

Veterans Benefits

Students who are eligible for various veterans' benefits should coordinate their application for any benefits through the Registrar at LaGrange College in LaGrange. That office telephone number is 706.880.8237.

Disbursement of Financial Aid at the Albany Campus

The Organizational Leadership Program is a unique program in that it is not taught in the same manner as a traditional degree program. Specifically, you are taught in cohorts that meet once a week and your classes are taught sequentially, which means that one course is completed before proceeding to the next course. Because you are not receiving instruction in **all** of your courses simultaneously, your financial aid must be disbursed incrementally as you progress through a semester.

As a financial aid recipient, you will not establish eligibility for financial aid until you

have completed 6 semester hours. Once this benchmark is met, you are eligible for your financial aid award and it will be disbursed in the following order assuming you have submitted all required documents and completed the required number of credit hours:

Federal Stafford Loans (subsidized and unsubsidized) may be disbursed after completing 6 semester hours (the first two courses). If your financial aid award, for the current academic year, is for a single semester of enrollment, Federal regulations mandate that your Federal Stafford Loan be disbursed in two parts. The first half of your disbursement will occur after you have completed 6 hours. The second half of your disbursement will be made at the midpoint of the semester.

Federal Pell Grant is disbursed based on your enrollment status. Therefore, it will be disbursed in two parts. The first half will be disbursed when you begin your sixth credit hour with the second occurring when you begin your twelfth credit hour.

Federal SEOG is disbursed when you have completed 6 credit hours.

HOPE Scholarship and Georgia Tuition Equalization Grant can only be disbursed when you have completed 12 semester hours.

Prior to the disbursement of your financial aid, a final eligibility review will occur to determine if you meet the eligibility requirements for financial aid. In order for your financial aid to be disbursed, you must have submitted all required documents for disbursement; must be registered for classes; must be meeting Satisfactory Academic Progress standards; and must be enrolled for the appropriate number of credit hours necessary to establish eligibility for individual financial aid programs.

All financial aid funds are disbursed directly to your student account in the Business Office. The funds are applied towards current tuition and fees, and other applicable charges such as room, board, testing fees, books, and other charges as authorized by you. Financial aid funds are for educational purposes only. Students who fail to enroll or attend classes are not eligible for financial aid. Awards that require additional documents will not be disbursed until such time as all requirements for disbursement are met. For example, students who have Stafford Loans must submit a completed Federal Stafford Loan Master Promissory Note to their lender and complete Stafford Loan Entrance counseling before their loan funds can be disbursed.

Refund of Excess Financial Aid

If your financial aid funding exceeds your current tuition and fee charges (a credit balance), you will receive a refund of the residual funds 14 days from the date the credit occurred. All refund checks are issued and mailed by the Business Office. If you wish to leave the remaining funds on your account for subsequent terms, you must sign a Student Authorization Form with the Business Office.

Student Life

Student Development Goals

The Student Development Goals of the LaGrange College at Albany program are as follows:

- To facilitate the transition of non-traditional students (25 years of age and older) back into a college learning environment in pursuit of a college degree.
- To enhance cooperation and teamwork through a cohort model where students begin, continue and complete the program together as a cohort unit.
- To provide a learning environment in which the "Student Code of Conduct" (2005-2006 Bulletin, pages 17-19 is affirmed, respected and enforced.
- To assist students who are already employed and on a career track to discern further life goals and career planning, including advancement through promotions or career changes.
- To enhance personal integrity through commitment to the LaGrange College Honor Code (2005-2006 Bulletin, pages 24, 25).
- To provide a comfortable, clean and safe environment where learning and academic study can be pursued.
- To provide an ongoing evaluation of student support services through the regular use of the "LaGrange College at Albany Student Survey."

It shall be the responsibility of the Associate Dean and Director of the Albany program, in consultation with the appropriate administrative personnel at LaGrange College, to see that these goals are disseminated, supported, evaluated and enforced.

Student Code of Conduct

The student Code of Conduct is a set of rules that regulate student behavior. The Director of LaGrange College at Albany adjudicates violations of the Student Code of conduct.

Introduction

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. This College has a duty to develop policies and procedures that provide a safeguard to this freedom.

By registering at LaGrange College, the student neither loses the rights nor escapes the duties of a citizen. Each student should conduct his/her personal life in the context of mutual regard for the rights and privileges of others.

Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct as a member of the campus community.

Students are responsible for being fully acquainted with the college catalog, handbook, and other regulations relating to students and for complying with them in the interest of an orderly and productive community. Failure or refusal to comply with the rules and policies established by the College may subject the offender to disciplinary actions up to and including permanent dismissal from the College.

Violations of any of the following by a student constitute an offense, which may result in disciplinary action.

- A. The use of threatening or obscene calls, and obscene graffiti is considered unwarranted and below the dignity of members of the College community and will not be tolerated.
- B. Conduct endangering safety and welfare. Any conduct which endangers the safety and welfare of other individuals such as hazing, assault, battery, abuse or threat of abuse, on or off campus is prohibited.
- C. Use of firearms, weapons. No student may possess, use or sell on campus any weapons or firearms, or any incendiary, explosive, or destructive device, including fireworks.
- D. Criminal arrest. If a student is arrested and charged with a serious or violent crime off campus, a hearing may be held as soon as possible to determine if his continued presence on campus presents a possible threat of danger to members of the College community. The infraction of a city ordinance, a state or federal law by a student constitutes a breach of college discipline. The college will act in the best interest of the campus community and suspend a student who has been arrested, even if not yet convicted by the legal system.
- E. Use of illegal drugs. The use, possession, sale, or distribution of narcotics and drugs, except as expressly permitted by law, is strictly prohibited.
- F. Possession of alcoholic beverages. The consumption or possession of alcoholic beverages on campus is strictly prohibited.
- G. Disorderly conduct, abusive, drunk and disorderly, violent or excessively noisy conduct on or in the vicinity of the College campus is prohibited.
- H. Giving false information. Anyone knowingly making a false oral or written statement to any member of administration, faculty, staff, or student body with the intent to deceive may be disciplined accordingly.
- I. Misuse of property. Anyone who misuses, defaces, or damages College buildings, property or library holdings, or private property located on campus shall be subject to disciplinary action.
- J. Theft and illegal possession. The unauthorized taking, misappropriation, or possession of any property or library holdings owned or maintained by the College or by any person on campus is prohibited.

- K. Unauthorized entry. A student may not enter, or attempt to enter any College building room without proper authorization and legitimate purpose.
- L. Academic dishonesty. Cheating, plagiarism, submitting another person's material as one's own, or doing work for another person who will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or to give help during an examination; the unauthorized copying of examinations, assignments, reports, or term papers; or the presentation of unacknowledged materials as if it were the student's own work. Violations of this kind are under the purview of the Honor Council.

Non-Discrimination

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic origin, handicap, or sex in the administration of educational policies, admissions policies, financial aid, employment or any other program or activity.

Racial Harassment

LaGrange College expects its students to treat other persons with respect and human dignity in all interpersonal relationships. Any behavior that results in racial abuse, harassment, or intimidation of another person, or any unwanted objectionable racial attention towards another person, will not be tolerated and is a violation of the College's Code of Student Conduct.

Sexual Harassment

Sexual harassment may take two forms:

- (1) creating a hostile environment, and*
- (2) quid pro quo.*

1. A hostile, demeaning, or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the College.
2. Sexual harassment *quid pro quo* occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty, and faculty/faculty. Here and subsequently "faculty" refers to faculty, staff, and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories, or images.

Solicitation

Individuals or student organizations may not engage in commercial sales and fund-raising projects unless the proceeds from such sales and projects are used for charitable or philanthropic purpose. Clearance for such activities must be obtained in advance from the Director of LaGrange College at Albany.

Grades and Certification of Enrollment

The Registrar's Office will provide a copy of student's grades and will certify the enrollment of students for insurance or scholarship purposes.

Student Records

In general, all present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. A photo ID or other equivalent documentation, or personal recognition by the custodian of record will be required before access is gained.

LaGrange College assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

Exception to Access Rights

Students do not have access to:

1. personal notes of administrative, faculty, or supervisory personnel which are not accessible to or revealed to other parties;
2. confidential letter of recommendation placed in files before January 1, 1975, or those where student has waived right to access; or
3. medical, psychiatric or psychological data recorded by professionals or paraprofessionals solely for their own use in treatment of the student; however, a physician or other appropriate professional of the student's choice can review such records.

Student consent prior to records release

Student educational record information will not be transmitted to third parties outside the College without the student's written consent, with the following exceptions:

1. Public information: student's name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities and sports, weight and heights of athletic team members. This information will be released to anyone requesting it. Information which can be released to the public on any student is name, class, major, date of attendance, degree earned, awards received, local and permanent address, and telephone number. The above-cited information will not be released if a student notifies the Registrar's Office not to release information.
2. Information concerning application for or receipt of financial aid, which may be released to official agencies, involved in decisions and aid allocations.
3. Information released by College officials with a legitimate educational interest.
4. Information required by federal or state agencies as specifically provided by law.
5. Information needed in connection with an emergency to protect the health or safety of the students or other persons, as authorized by Department of Education regulations.

Types of records maintained

Examples of "educational records" maintained on a student may include but are not necessarily limited to, the following:

Academic:	admission data, courses attempted, grades, dates of enrollment, degrees awarded, academic hours and awards received -Registrar's Office
Alumni:	personal, educational, and professional data, contributions and gifts - Alumni Office and Advancement Office
Conduct:	disciplinary records, law violation - Student Development Office
Financial:	student's confidential statements, Financial Aid data - Student Financial Planning Office; charges, payments, delinquent accounts - Business Office
General:	directory information, correspondence, biographical data - office of record to which information was provided or correspondence addressed

Student Grievance Procedure

Purpose

LaGrange College is committed to a policy of treating all members of the College Community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of College administration with the assurance that each will be given fair treatment.

Definition

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: academic problems (excluding grades, see the current LaGrange College Bulletin for the grade appeal procedure), mistreatment by any college employee, incorrect assessment of fees, records and registration errors, student employment and discrimination because of race, national origin, sex, marital status, religion, age or handicap.

Grievance Procedure

The initial phase of the student grievance procedure normally requires an oral discussion between the student and the person(s) alleged to have caused the grievance in order to discuss and resolve the grievance. The meeting should be held as soon as the student first becomes aware of the act or condition that is the basis for the grievance. If the student decides not to meet with the person(s) alleged to have caused the grievance, or consider the response to this discussion

to be unsatisfactory and feels that the grievance still exists, the grievance should be put in writing and filed with the Director of LaGrange College at Albany.

Grievance Appeal Procedure

Any student who is not satisfied with the response after utilizing the administrative channels outlined above should present the grievance in written form to the Vice President for Academic Affairs and Dean or the President with a copy to the individual(s) complained about.

Career Planning and Placement

Career planning and advancement are part and parcel of the general curriculum in Organizational Leadership. Throughout the curriculum each student is challenged to assume control over her/his destiny. No formal office of career planning or placement exists—but the undergirding thesis of the program is that significant career planning occurs. As LaGrange College at Albany students are employed, placement is not a significant need. In those rare instances where employment changes occur, students should consult the Director of LaGrange College at Albany for possible assistance.

Counseling and Testing

Informal counseling in academic areas is available on site. Students who need academic counseling should talk with the Director. If the academic counseling needs exceed the expertise of the staff of LaGrange College at Albany, the academic resources of LaGrange College's home campus are available through e-mail and telephone.

LaGrange College at Albany offers no formal process for personal counseling. The cohort group has often been effective in assisting students make adjustments to the changes in routine brought about by the demands of returning to school. Students should seek referrals for more difficult problems.

Students at LaGrange College at Albany are continually assessed in order to determine the effectiveness of the program in meeting their needs. There is an initial pre-test of leadership knowledge and skills. At the conclusion of the program, there is a post-test. The Director of LaGrange College at Albany is responsible for administering these achievement tests. There are many other situations where students may seek additional testing. These tests might include CLEP, GRE, GMAT and others. The Director of LaGrange College at Albany will assist the students in addressing these needs.

Honor Code

Students at LaGrange College sign the Honor Code, which states,

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Council deals with students accused of violating the Honor Code. The Honor Council is selected each spring by the outgoing Chair of the Honor Council, The Dean of Students, and the Vice President for Academic Affairs and Dean. A member of the faculty serves as advisor. Members of the faculty are strongly urged to support the efforts of the Honor Council by reporting all suspected violations of the Honor Code. The Honor Code assumes that any student witnessing or otherwise having knowledge of an Honor Code violation will report the violation to the course instructor, the Chair of the Honor Council, or the Vice President for Academic Affairs and Dean. (For a complete description of the Honor Code, please see the Student Handbook.)

The following are violations of the Honor Code:

1. Lying.
2. Cheating by either giving aid to or receiving aid from a student or other source without the consent of the faculty member or plagiarizing (using another person's words or ideas without documenting them properly).
3. Stealing (intentionally taking or appropriating without the right or permission any individual, organizational, or institutional property. This includes, but is not limited to, stealing off campus, stealing from any person or business representatives on this campus, stealing from a computer company or any other computer-related theft, from the telephone system, vending machines, a residence hall visitor, or any other business while it is on this campus, and removal of any material or equipment from the Library or other facilities without permission.)
4. Failure to report a violation of the Honor Code.
5. Failure to appear before the Honor Council as requested by written notice.
6. Failure to maintain confidentiality regarding an Honor Council case.

Sanctions include: a grade of F in the course; suspension for one academic term, dismissal from the college; or lowering the final grade in the course by one letter or assigning a grade of zero to the related academic work (assignments, tests, case study, etc.). An investigation and hearing shall be confidential and

those within the bounds of confidentiality shall not divulge anything that is said or done with regard to these proceedings to anyone outside the bounds of confidentiality. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he or she will automatically be bound by confidentiality. Those within the bounds of confidentiality include Council members, the faculty advisor to the council, the Vice President for Academic Affairs and Dean, the President, accusers, the accused, witnesses, persons interviewed during the investigation, victims, and the College's attorney. In addition, the accused may include within the bounds of confidentiality his or her parents, faculty, staff, minister, personal or legal counsel.

All tests at the College are conducted under the Honor Code. Accordingly, instructors may leave the room during the examination and students are on their honor to do their own work. The Honor Code should be abbreviated on the outside of the test and signed by the student before handing in the examination. The student should leave all books and materials not pertaining to the test either in the hall outside the classroom, or next to the wall in front of the classroom. Students should take the test in the designated classroom, except under extenuating circumstances or by prior arrangement.

Work prepared out of class should be that of the individual. Any assistance from fellow students, books, periodicals, or other materials should be carefully acknowledged. Instructors should give specific guidance regarding what constitutes a violation of the Honor Code. If any doubts about plagiarism arise, a question should be raised by the instructor.

A student should never copy a section of an old term paper and submit it as his or her own, and the student should be guided in the use of these materials by the wishes of the instructor.

Every person found to have violated the Honor Code has the right of subsequent appeal. Such appeal is made to the Academic Dean of the College. The Appeals Board shall be the President of the Student Government Association, the Appeals Representative of the Honor Council, a student member selected for each Appeals hearing selected by the Academic Dean and the President of the Honor Council, the President or Past President of the Faculty Assembly, and the Academic Dean. The appeal is heard from the record of the Honor Council hearing, the attending written statement of the student requesting the appeal, and the written statement of the Honor Council President. The Appeals Board has the discretion to overturn the Council's decision and/or change a sanction imposed by the Council, but it is confined to the approved sanctions in the Honor Code.

Information Technology and Academic Support Services

Information technology is pervasive in higher education. Students enrolled at LaGrange College at Albany will be immersed in contemporary learning technologies. The college expects each student to have access to the Internet either at home or have permission for full access at their place of employment. The College will provide on-site computer resources for use during times other than class times.

Instruction in the effective use of the Internet to obtain reliable information and to get to the on-line capabilities of LaGrange College in LaGrange is provided to all students. This provides communication with libraries using GALILEO (Georgia Library Learning Online). A special collection of leadership resources to support the major program is available in Albany. Community resources are also available to area residents.

Academic Program and Degree Requirements

The academic program at LaGrange College at Albany has been created in direct response to community and area needs. An extensive needs assessment in Southwest Georgia was initiated prior to the planning and development of the program for LaGrange College at Albany. The research results stressed the need for a program for non-traditional students that would enable them to complete a baccalaureate degree. That program should be offered to the students at a time when they could take the courses. The program should be one with a predictable structure of course offerings, costs and outcomes. The program should emphasize developing leadership knowledge and skills in the workplace and in the community.

LaGrange College, as a venerable liberal arts College with strong ties to the United Methodist Church, has interpreted the demonstrated needs of Albany and Southwest Georgia with a coherent program in Organizational Leadership.

Requirements for the Bachelor Degree with a Major in Organizational Leadership

The baccalaureate (four-year) degree from LaGrange College requires 108 semester hour credits or the equivalent, appropriate general education courses, a 2.0 Quality Point Average on all work taken at LaGrange College, all required assessments and a major. In Albany, the College offers all assessments and the Organizational Leadership major only. The major consists of a minimum of the 42-semester hours program. Up to 66-semester hours of transfer credits may be applied to the degree. Those transfer credits must include courses and satisfactory grades in English Composition, Humanities, Lab Science, Mathematics, and History/Social Science.

Other academic regulations and procedures can be found in the current LaGrange College *Bulletin*, copies of which are available in the office of LaGrange College at Albany.

Organizational Leadership

The Organizational Leadership major consists of coherent courses designed to assist students grow substantially in their interrelational understanding and skills (coaching and counseling, communicating effectively, managing conflict, and understanding influence and negotiation) and their management understanding and skills (strategic planning, problem solving and decision making, managing performance, and managing change). This growth occurs in a liberal arts setting that uses critical reading, analysis, clear writing and group projects and problem solving.

Central in the curriculum is a commitment to developing and fostering servant leadership. A group of students will undertake their study of Organizational Leadership as a group. That cohort will research and develop a service project that benefits the community. In that setting the students will practice the skills of working with multiple constituencies and implementing a comprehensive multifaceted project.

Classes in Organizational Leadership meet for four hours weekly. One course is taken at a time. The courses last from five to seven weeks. As working and somewhat older and experienced persons, the students are expected to be challenged by, but succeed in, the accelerated curriculum. The program requires active participation.

Academic Honors

Upon graduation, students who have been in residence at LaGrange college for at least their last 60 hours and

1. have attained a quality grade point average of 3.50 to 3.74 may be granted the bachelor degree cum laude or
2. have attained a quality grade point average of 3.75 to 3.89 may be granted the bachelor degree magna cum laude or
3. have attained a quality grade point average of 3.90 to 4.0 may be granted the bachelor degree summa cum laude.

Upon graduation, students who have been in residence at LaGrange College for their last 42-59 hours and have attained a quality grade point average of 3.50 or higher may be granted the bachelor degree with distinction.

At the end of each academic semester, students who have maintained a 3.60 cumulative grade point average on a minimum of 12 GPA hours of work will be placed on the Dean's List.

Class Attendance Regulations

A student is expected to attend all classes for all courses in which he/she is registered. The student is solely responsible for accounting to the instructor for any absence. In the instance of an absence, it is expected that the student will inform the instructor or the Albany Office in advance and no later than the day after. In normal instances, one class session is tolerable but not encouraged. With special arrangements, the Instructor may approve two class session absences. The likely consequence of missing one or two class sessions is a lower grade in the course. Missing three or more class sessions will result in withdrawal from the course and repeating the course.

Organizational Leadership Courses

To be taken sequentially

First Semester—fifteen semester hours credit. Lasts 29 weeks

3010: Introduction to Senior-Level Studies (3)

This course focuses on team building. The undergirding studies about collaborative learning are emphasized. Students will explore the strategies and goals of the Organizational Leadership curriculum. Effective practices for intensive study are emphasized. Student activities designed to strengthen the group will occur and planning will begin for the group service project. Course lasts five weeks and includes one weekend day

3110: Communication: Part I, The Organization (3)

This course emphasizes building those necessary skills for effective contemporary communication in the organization. Students will learn computer writing and communicating skills including basic word processing, e-mail, network utilization and presentation software. Effective and efficient use of library and community resources will be explored. Course lasts six weeks.

3120: Communication: Part II, With Others (3)

A course designed to teach enhanced written and oral communication skills. The course will provide a review of standard grammar, mechanics, and usage required to write and speak effectively, using students' own backgrounds and experiences as topics for their classroom work. Emphasis will be placed on peer collaboration and editing, as well as projects for presentations. Course lasts six weeks.

3050: The Essentials of Leadership (3)

Participants in this course will consider leadership both as an individual influence within a community and as the confluence of demographic, economic, cultural and political factors beyond the control of any single leader. Readings include texts from Martin Luther King, Jr., Thomas Jefferson, Winston Churchill, Adolf Hitler and others examining the individual leader as a primary influence within the community. Other sources offer an alternative view of the leader as merely reflecting larger forces within the community. Course lasts six weeks.

3210: Social/Cultural Dynamics: Part I (3)

An examination of the social and cultural dynamics of selected ethnic groups, races and social classes in the U.S., with a view toward social problems and problem resolution. The course will extensively use case studies and epochal readings. Course lasts six weeks.

Second Semester—fifteen semester hours credit. Lasts 31 weeks

3400: Organizational Psychology (3)

A study of the behavior of the individuals and small groups in organizations. This course emphasizes motivation, but other topics including personality, perception and team behavior are explored. Course lasts six weeks.

4030: Christian Perspective on Leadership (3)

Examines how the values of the Christian tradition shape leadership practices and goals. This course develops the concept of servant leadership. Course lasts six weeks.

4050: Ethics and Legal Environment (3)

A study of the basic ethical models and their application to the ethical and legal issues arising in an organization. Students will confront ethical and legal dilemmas, both as individuals and members of small groups. They will make decisions, then share and critique those decisions. Course lasts six weeks.

4130: Communication: Part III, Interpersonal Skills (3)

This course focuses on interpersonal relationships in an organization. Topics include building effective relationships within an organization and confronting and resolving difficulties arising in those relationships. Cases and other types of experiential exercises are used. Conflict resolution and mediation skills are a part of this course. Course lasts seven weeks.

4220: Social/Cultural Dynamics: Part II (3)

This course offers analysis of gender differences and considerations. It further explores cultural diversity and the management of diversity in achieving leadership goals. Course lasts six weeks.

Third Semester—twelve semester hours credit. Lasts 24 weeks

4510: Organizational Tools (3)

The essential tools used for planning and controlling the organization are studied. Included in this course are understanding financial statements, the tax code and the budgetary process. Students develop and present plans and policies. Course lasts seven weeks.

4520: Organizational Environment and Strategy (3)

A study of strategic planning, policy development, and the legal context of organizational leadership. Course lasts six weeks.

4700: Readings in Leadership (3)

A study of the dynamics of leadership from both fictional and non-fictional sources. The course is designed to enable students to recognize and analyze qualities of the leader in a variety of contexts in world literature, including archetypes and models from works as diverse as Homer's *Odyssey* and the essays of Andrew Young. Course lasts six weeks.

4900: Issues of Leadership (3)

An interdisciplinary, capstone experience that integrates the theories and practices of leadership learned throughout the program in a constructive project. Course lasts for five weeks.

***Total Required credit hours
in the Organizational Leadership Major—42***

Other Courses Available in Albany

For students who have admission-related requirements:

General Science (GSCI)

1102: Earth and the Environment (4)

A study of a number of important geologic processes and the hazards and/or resources they present to individuals, society and the earth's environment. This course also considers the consequences of humanity's interaction with these processes and the physical environment. Note: this course is offered in a traditional format and is designed to be taken concurrently with the ongoing Organizational Leadership curriculum. The course lasts approximately 13 weeks and includes laboratory activities in addition to classroom activities.

Mathematics (MATH)

1117: Quantitative Methods (3)

A study of finite mathematical models with an emphasis on the quantitative skills required to solve applications related to business. Note: this course is offered in a traditional format and is designed to be taken concurrently with the ongoing Organizational Leadership curriculum. The course lasts approximately 13 weeks. There is a minimum enrollment of three students.

For students who desire to go beyond the minimum curriculum in Organizational Leadership:

Organizational Leadership (ORGL)

4950: Directed Independent Study (3)

4960: Directed Independent Study (3)

These two courses may be used, as necessary, to complete graduation requirements. Together they may function as a Senior Thesis. Students should consult with their adviser well in advance of anticipated enrollment. A prospectus is required prior to acceptance for enrollment.

Cost of Directed Independent Study

Students will be charged \$345.00 for each semester hour of Directed Independent Study they enroll. These tuition charges are in addition to the normal tuition, book, and fee expenditures.

Total Hours required for the B. A. with a Major in Organizational Leadership are 108. The other credits must be from previous work or recent work at another accredited institution.

Glossary of Terms

Assessment—finding out accomplishments towards achieving goals. In higher education today, it is important to assess students in their progress and to assess the programs. Assessment in this context covers broader concepts than just a 'test' in a course.

CLEP—College Level Examination Program. This is a higher level achievement test with national standards that enables students to gain college credit by sitting for an exam.

Cohort—In the context of LaGrange College at Albany, a cohort is that group of students that comes into the program at the same time. The cohort consists of approximately 20 students who will take all of their courses together.

General education—General education is that group of foundation courses normally taken during the freshman and sophomore years. General education courses are typically English, history, mathematics, science and social studies courses.

Major—That group of senior division courses that explore in depth a particular subject. The group of courses can be in one discipline (English) in several disciplines (American Studies) or it can be an interdisciplinary set of courses around a theme (Organizational Leadership). The major normally constitutes about 40% of students' undergraduate studies.

Transcript—An official record of courses taken, credits earned, dates completed and descriptive information about the student (name, birth date, social security number, gender and address). Transcripts are under the care of college Registrars.

Probation—a warning about quality of academic performance.

Employer reimbursement—This financial support is recognition by the employer of the value of the employee/student to the employer. The employer typically will pay a portion or all of the tuition, fees and book costs of the employee/student. After the employee/student has satisfactorily completed courses, the employer will reimburse the student for all or a portion of the charges. Typically employers will assist with those charges that are not met by other means such as state grants.

COMMUNICATIONS DIRECTORY

LaGrange College at Albany, P.O. Box 71605, Albany, GA 31708-1605

LaGrange College at Albany (main number)	229.420.8000
(FAX)	229.420.7800

In LaGrange, Georgia

LaGrange College (main number)	706.880.8000
Vice President for Academic Affairs And Dean	706.880.8236
Director of Student Financial Planning	706.880.8249
Registrar (transcripts, academic reports)	706.880.8237
Controller (business matters and expenses)	706.880.8277
Honor Council (Honor Code issues)	706.880.8888
Long Distance (8:15 a.m. - 5:00 p.m. M-F)	1.800.593.2885

*LaGrange College at Albany
offers a Bachelors of Arts
degree with a major in
Organizational Leadership
to junior-level,
non-traditional students
in the Albany area.*

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